



## VILLAGE REVIEW AREA ADMINISTRATIVE PERMIT P-2(A)

[Development Services](#)

Planning Division  
1635 Faraday Avenue  
760-602-4610  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

- ***Village Review Area Administrative Permit:*** This application is to be used for processing Administrative Permits for projects within the Village Review Area only. Applicants should review the following criteria to determine whether or not they are eligible for an Administrative Permit before completing and submitting this application form.
  1. New construction of building(s) or addition(s) to the building footprint which have a building permit valuation that is equal to or less than \$60,000; and/or
  2. Interior or exterior improvements to existing structures that result in an intensity of use; and/or
  3. Provisional Land Uses, when a minor or major review permit is not required; and/or
  4. Changes in permitted land uses which result in site changes, increased Average Daily Trips (ADT), increased parking requirements, or result in compatibility issues/problems; and/or
  5. Repair or Maintenance Activities which are not exempt from obtaining a permit.

**The following represents a summary of the procedures that have been set forth for processing these administrative permit applications:**

1. The applicant may meet with Planning Division Staff for conceptual review.
2. The applicant submits a permit application and the appropriate exhibits to the Planning Division with the payment of the applicable fees.
3. The application is reviewed for completeness and identification of issues by the Planning Division and other appropriate department staff.
4. If the application is deemed complete, processing begins. The application is then reviewed by all appropriate departments and comments are provided to the Planning Division. If the application is not complete, the applicant is notified of the information required to deem the application complete.
5. CEQA Review is performed by Planning Division (once the application is complete). A 30 day environmental review and comment period will be provided for all non-exempt projects.
6. Based upon comments from reviewing departments, a preliminary decision is made by the City Planner to approve, approve with conditions or deny the requested project permit.
7. The appropriate persons are notified of the pending decision and invited to provide comments on the decision, either verbally or in writing to the City Planner during a 10 day public review period.
8. If the project is denied, the applicant may appeal the decision to the Planning Commission within ten (10) calendar days of the decision. No further notice to interested persons is provided unless the project is appealed.
9. If the project is approved by the City Planner, the appropriate persons will be notified of the final decision and given ten (10) calendar days to appeal the decision to the Planning Commission. Following expiration of the ten (10) day appeal period and if no appeal is filed, the applicant can apply for any other appropriate permits and licenses.
10. Once all applicable appeal periods have expired and no appeals have been filed, or the appeals have been resolved, the applicant may apply for any other permits or licenses.

**A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.**

**If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.**

**The following supplemental information must accompany the completed application, according to project type.**

**I. ALL PROJECTS:**

- ☐ A. A completed Environmental Impact Assessment Form - Part I.
- ☐ B. The following items must be provided once it has been determined that the application is complete:
  - ☐ 1. Radius Map
  - ☐ 2. Two separate sets of the Property Owners List and Labels. The property owner list must be typed and contain the names and addresses of all property owners within a 300 feet radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls. Except for single family residences, the apartment or suite number must be included on the address mailing labels for property owners within 300 feet radius of subject property; the parcel number should not be typed on the address labels. The radius map must be provided with a scale not less than 1" = 200' showing each lot within 300 feet of the exterior boundaries of the subject property.

**II. NEW CONSTRUCTION OF BUILDING(S) or ADDITION(S) TO THE BUILDING FOOTPRINT; INTERIOR/EXTERIOR IMPROVEMENTS; PROVISIONAL LAND USES; CHANGES IN LAND USE:**

- ☐ A. Four (4) copies of a site plan prepared on a 24" x 36" sheet(s) folded to 8½" x 11". The site plan shall include the following information:
  - ☐ 1. Name and address of applicant, engineer and/or architect.
  - ☐ 2. Location, size and use of all easements on the property.
  - ☐ 3. Location and dimension of vehicular access and all off-street parking.
  - ☐ 4. Lot dimensions and location (building footprint) of new building or addition as well as any other buildings on the site.
  - ☐ 5. Distance between buildings and/or structures.
  - ☐ 6. Building setbacks (front, rear and sides).
  - ☐ 7. Location, height, and materials of walls and fences.
  - ☐ 8. Location of water and sewer lines.
  - ☐ 9. A summary table which includes the following information: lot area (total acres or square feet); existing land use district; total building coverage; building square footage; number of parking spaces.
  - ☐ 10. North arrow and scale.
  - ☐ 11. Location and width of adjacent street(s).
  - ☐ 12. Name of sewer, water and school districts providing service to the site.
  - ☐ 13. Existing and proposed topographic contour lines.
  - ☐ 14. Existing landscaping and proposed landscaping; please indicate landscaping to be removed, if any.
  - ☐ 15. Four (4) copies of building elevations and floor plans for all buildings on the site, identify new building or addition, prepared on 24" x 36" sheets folded to 8½" x 11" size.
  - ☐ 16. One (1) copy of 8½" x 11" location map (suggested scale 200" - vicinity maps on the site plan are not acceptable).
  - ☐ 17. Two (2) copies of a Preliminary Title Report (current within the last six (6) months).